

Town of Arlington, Massachusetts



Gibbs School Project

Arlington, MA

Bid #: 18-26

INVITATION FOR BID FOR MOVING SERVICES

Submission Deadline: Wednesday May 23, 2018 at 2:00 PM EST

Submit Statement of Qualifications to:

**Town of Arlington
c/o NV5 Consultants, Inc.
70 Fargo Street
Suite 800
Boston, MA 02210
Attn: Timothy Baker**

Date Issued: May 07, 2018

Invitation for Bid for Relocation Services

May 14, 2018

NOTICE TO MOVING/RELOCATION VENDORS:

You are invited to submit **sealed bids** for Relocation Services for the Town of Arlington for the Arlington Public Schools' Gibbs School. **Bids are due on Monday, May 14, 2018 until 2:00 PM.**

It is the responsibility of each bidder to read and examine the bid documents prior to bid submission. The bid documents include the following pages:

CONTENTS	
I.	Bid and Award Schedule / Exhibits
II.	Project and Team
III.	Scope of Work
IV.	General Provisions
ATTACHMENTS	
A.	Relocation Vendor's Unit Cost
B.	Bid Cost Summary
BID INFORMATION	
C.	Company Information
D.	Clerk's Certificate
E.	Certificate of Non-Collusion
F.	Attestation Statement - Payment of State Taxes
G.	Public Contracts - Debarment
H.	Conflict of Interest Certification
I.	W-9
J.	CORI Form

K.	References
L.	Acknowledgement of Addenda Form

I. BID AND AWARD SCHEDULE	
05/09/18	4:00 PM Mandatory Pre-Bid Site Visit – Ottoson Middle School – 63 Acton Street - Arlington, MA in the Main Lobby
05/15/18	5:00 PM Deadline for Questions (Submit via e-mail to Tim.Baker@NV5.com)
05/16/18	5:00 PM Answers to Questions/Addenda will be posted to: https://www.arlingtonma.gov/departments/purchasing
05/23/18	2:00 PM Bids Due Town of Arlington, c/o NV5 Consultants, Inc., 70 Fargo Street, Suite 800 Boston, MA 02210, Attn: Tim Baker
06/06/18	Selected Relocation Vendor to be notified
June 11+18, 2018	2:30 PM Selected Relocation Vendor to train school staff on packing, schedule, numbering and labeling plan
June 30, 2018	2:30 PM Move selected material from Ottoson Middle School to temporary storage containers in Ottoson Parking Lot.
July 30, 2018	8:00 AM Move material from Ottoson School temporary storage to new Gibbs School.

EXHIBITS		Pages
A.1	Pre-Packed Existing Boxes to be moved from existing Ottoson Middle School to New Gibbs School <i>All remaining items will remain at the Ottoson Middle School. Only items tagged are to be moved.</i>	1
B	Floor Plans: NEW Gibbs School - Floors 1, 2, 3	2
***	Indemnity Agreement: The Indemnity Agreement will be issued as part of the Purchase Order between the Town of Arlington and the selected Relocation Vendor.	Not in IFB

II. PROJECT AND TEAM	
A. OVERVIEW	
	<p>The project consists of moving teachers educational materials from the existing Ottoson Middle School at 63 Acton Street to the renovated Gibbs School at 41 Foster Street. The project will create a new School for 500 students in the 69,000 SF renovated building. The school will include classrooms, media center, kitchen, cafeteria, gymnasium, theatre, music, art room, administration, guidance and SPED offices. The site is located in a dense neighborhood and will require careful logistics planning for moving trailers and vehicular traffic.</p> <p>The District will begin its move planning at the beginning of June 2018 with training of school staff and materials moved on June 30, 2018 to temporary storage at the Ottoson Site. The Gibbs school will be completing construction and ready to receive materials from the Ottoson School on July 30, 2018. There is one passenger elevator in the new school.</p> <p>It is anticipated that crates will be used to move the Teachers materials from the existing school to the new school. All crates shall be provided by the Relocation Vendor.</p> <p>In accordance with Chapter 30B of the Massachusetts General Laws, the Uniform Procurement Act, the Town of Arlington is seeking to procure Relocation Services for the Gibbs School Project. As part of the requirements for providing services, the Relocation Vendor will need to certify that it is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that it will comply fully with all laws and regulations applicable to M.G. L. Chapter 30B.</p> <p><i><u>Note:</u> A separate Recycling and/or Disposal Vendor will be hired under a separate contract. There may be punchlist work occurring during moving operations. Coordinate with the Construction Manager on site will be required if any issues arise.</i></p>
B. PROJECT DESCRIPTION	
	<p>As part of the new Gibbs School Project, all classroom furniture will be purchased new. There will be loose items to be moved from the existing Ottoson school to the new Gibbs school. The Exhibits A.1 capture these items to the extent possible. All items to be moved will be labelled. The moving will predominantly consist of packed teaching materials, instructional equipment and supplies from classrooms and administrative spaces.</p>
C. CLIENT DESCRIPTION	

The two (2) District schools affected by this move are:

Ottoson Middle School
 26 Acton Street
 Arlington, MA 02476

New Gibbs School
 41 Foster Street
 Arlington, MA 02476
 NV5 Site Rep: William McNally: (617) 992 0625

Note: A site plan and relevant floor plans for the new Gibbs School is provided in **Exhibit A.**

III. SCOPE OF WORK	
A.	OVERVIEW AND RESPONSIBILITIES
<p>Selected Relocation Vendor will:</p> <ol style="list-style-type: none"> 1. Provide packing materials required to successfully secure and label all materials to be moved or stored. Packing materials and crates will be provided by June 11 2018. Work with Arlington Public Schools' District Designated Personnel to establish a packing plan, schedule, and numbering and labeling plan. Two Training Meetings with the school staff will need to take place on Monday, June 11, 2018, at 2:30 PM and Monday, June 18, 2018 at 2:30 PM at the Ottoson Middle School. 2. Provide and manage any subcontractors that may be required. 3. Provide all necessary tools and materials to ensure that all of the inventory can be moved on a timely basis. 4. Pack all items indicated to be packed by the Relocation Vendor the week prior to the Move Date of June 30, 2018. 5. Have a Site Supervisor, with a cell phone, for communicating with District Designated Personnel and Vendor Personnel at the two school locations. 6. Verify the inventory to be moved during the mandatory site visit. 7. Provide all necessary floor, wall and equipment protection as required to eliminate any damage to surfaces or fixtures, including the new elevator. 	
B.	INVENTORY TO BE MOVED

<p>It is the responsibility of the Relocation Vendor to verify the inventory to be moved, relocated or protected during the mandatory Pre-Bid Site Visit on Wednesday, May 09, 2018 4:00 PM.</p> <p>Items other than crates to be moved from the Current Ottoson Middle School to the New Gibbs School are listed in Exhibits A.1 and A.2 and categorized by type. Any adjustments to this list will be issued as Answers to Questions/Addenda by Wednesday, May 09, 2018 at 5:00 PM.</p>	
C.	CRATES AND SUPPLEMENTARY PACKING MATERIALS
	<ol style="list-style-type: none"> 1. The Relocation Vendor shall provide an estimate of quantity needed and handle the delivery of all packing and supplementary packing and moving materials. 2. During the week of June 11, 2018, the Relocation Vendor shall provide 150 moving crates and associated packing materials for the District to begin packing. An exact date/time will be coordinated with the District Contact Person, Rob Juusola 781.999.8233. 3. The Relocation Vendor shall provide all needed packing materials, including but not limited to: removable moving labels and markers in multiple colors as required, packing tape and bubble wrap. 4. The Relocation Vendor shall provide any remaining quantity of required crates, as determined by the Owner, to supplement the initial delivery of crates provided during the week of June 04, 2018. The Relocation Vendor must provide a credit for any unused crates at the unit price listed on Attachment A – Relocation Vendor's Unit Cost form.
D.	PRE-MOVE / MOVE / POST-MOVE
	<ol style="list-style-type: none"> 1. There will be a mandatory Site Visit at the current school and the new school with the District Contact Person, OPM and the selected Relocation Vendor before the start of the move to check the condition of the buildings and the materials to be moved. 2. Bidders are to wear hard hats and safety vests when they enter the new school site or building still under construction. 3. There will be a site visit at the end of the move with the Contact Person and OPM to confirm that all materials have been properly relocated. The walk through will take place before total completion and prior to any Relocation Personnel being released. 4. When moving, the Relocation Vendor shall place all boxes with all moving labels facing out so that boxes can be checked for accuracy of delivery.
E.	LOADING / UNLOADING

<ol style="list-style-type: none">1. A truck of sufficient size and an adequate number of movers must be available to move all materials.2. Move to New Gibbs School: All packed materials and designated loose items and equipment to be moved will be moved to the designated temporary storage area at Pods located at Ottoson. See Exhibit D for floor plans.3. Packing boxes should only be placed as directed by Relocation Supervisor, District Designated Personnel or OPM in the area assigned at the destination locations.4. Elevator. There is (1) small elevator in the Gibbs School which will be available for use. An elevator operator will be provided for operation of the elevator. The use of the elevator is not guaranteed.	
F.	BUILDING PROTECTION IN NEW SCHOOL AND ALL BUILDING LOCATIONS
G.	BILLING DOCUMENTATION

<div>1. The names of all on-site individuals being billed by the Relocation Vendor will be accounted for by the Supervisor. The Relocation Vendor and appointed District Designed Personnel will review the list of on-site personnel before the beginning of the move.</div> <div>2. The Contract will be held between the Town of Arlington and the selected Relocation Vendor.</div>		
H.	ACCESS AND EGRESS – EXISTING OTTOSON MIDDLE SCHOOL AND NEW GIBBS SCHOOL	
<div>1. Access to the current Gibbs School will be through the Main Entrance 41 Foster Street and Accessible entrance 31 Tufts Street. Final adjustments to access will be coordinated in the field.</div>		
I.	CONDUCT OF MOVING PERSONNEL	
<div>1. All moving personnel are required to fill out and submit Criminal Offender Record Information (CORI) forms prior to being on either school site. The forms are included in Attachment J. The forms are to be submitted in person along with photo identification to Karen Tassone, Superintendents Office, 6th Floor, Arlington High School, 869 Massachusetts Avenue.</div> <div>2. All moving personnel shall wear identification badges at all times while on site.</div> <div>3. Moving personnel shall not intermingle with the student/faculty if present.</div> <div>4. Moving personnel shall wear shirts (work shirts and T-shirts are acceptable) as well as pants and shoes when on or in school buildings and sites.</div> <div>5. Moving personnel must adhere to Shawmut Design & Construction, the Construction Manager’s regulations prohibiting playing radios loudly, behaving raucously, drinking alcoholic beverages, swearing, using offensive or aggressive language, exhibiting offensive or threatening behavior on the school premises, including the school grounds. Smoking and use of tobacco products and other controlled substances are not permitted on any school site. The Owner and Construction Manager shall have the right to bar from the site any personnel who repeatedly violate any of these regulations.</div>		
J.	MOVING TIMELINE	
	06/30/18	Crates moved from inside existing Ottoson School to temporary storage containers on Ottoson site.

	07/30/18	Move designated items to the new Gibbs School.
	08/3/15	Move required to be complete.
	08/06/16	All crates are to be picked up by the Relocation Vendor at the new Gibbs School.
IV. GENERAL PROVISIONS		
A.	PRE-BID INSPECTION	
<p>The Site Visit/Inspection is mandatory.</p> <p>Wednesday, May 9, 2018, 4:00 PM.</p> <p><u>Existing Ottoson Middle School</u> 26 Acton Street Arlington, MA 02476</p> <p><u>New Gibbs School</u> 41 Foster Street Arlington, MA 02476 NV5 Site Rep: William McNally: (617) 992 0625 Hard hats and safety vests required for new building.</p>		
B.	BID SUBMISSIONS	

Complete all forms associated with **Attachment A - Relocation Vendor's Unit Cost** and include in your proposal. Expand as required. Provide a **separate unit cost sheet** for each relocation service listed in Attachment A if unit prices differ. The unit prices are to be submitted with the bid. Note: The award will be based on the bid and the unit prices provided.

An Excel format of Attachments A and B (one file) will be posted on the Joslin Lesser website: <https://www.arlingtonma.gov/departments/purchasing> .

1. The completion of the cost proposal is mandatory. If the cost proposal is not completed the bid may be excluded. Insert cost per hour, number of staff, total

an hours per line, extended cost.

2. The selected Relocation Vendor will be responsible for site protection materials and install of site protection.
3. **Attachment B**, Project Cost Summary. Provide a grand total cost for labor and materials for relocation of existing inventory. The award will be based on the total of all the line items.
4. **Submit Certification** that the Relocation Vendor is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that it will comply fully with all laws and regulations applicable.
5. Provide **detail description** of each day's activity including number of trucks, manpower, start time and end time. Clearly describe how you will plan, manage and supervise the move.
6. **Exhibit K, Indemnity Agreement** will be issued as part of the Purchase Order between the Town of Arlington and the selected moving vendor and is not included with this Invitation for Bid.
7. Complete **Attachments A, B, C, D, E, F, G, H, I, J and K** as noted above.

C. INCLUDE WITH YOUR PROPOSAL

1. **Resume:** Your proposal should include a background of your company's experience, years in business, personnel experience and training, and personnel available. Outline the types of equipment available and the ability to provide backup if necessary.
2. **References:** List all projects completed in the past 2 years.
3. **Subcontractors:** List any subcontractors you plan to use and their contact information. Indicate the specific service they will provide.
4. **Workload:** List your firm's current workload and how it may impact your ability to handle this project.
5. **Completed Attachments:** A, B, C, D, E, F, G, H, I, J and K.
6. **Safety:** All bidders shall be responsible for compliance with OSHA, ANSI, and all other federal, state, and local laws and regulations pertaining to safety during the completion of their work. Acknowledge that the selected vendor will provide hard hats and safety vests for all individuals, employees and sub-contractors that will be in the new school, if required at that time.
7. **Authorization, Licenses, and Permits:** Verify that the responder is authorized to do business in the Commonwealth of Massachusetts and has licenses and permits to perform the work as required by any state, municipality or agency having jurisdiction over the work.
8. **Bid Due Date:** All bids are due by **2:00 PM on Monday, May 14, 2018**

<p>and shall be delivered to:</p> <p>Town of Arlington C/o NV5 Consultants, Inc. 70 Fargo Street, Suite 800 Boston, MA 02210 Attn: Tim Baker</p> <p>An electronic copy of the bid package is to be sent via e-mail to Arlington at Tim.Baker@NV5.com by 2:00 PM on Wednesday, May 23, 2018.</p> <p>9. Faxes: Faxes will not be accepted.</p> <p>10. Questions: Questions related to the content of the IFB may be emailed to: Tim.Baker@NV5.com no later than 5:00 PM on Tuesday May 15, 2018.</p>	
<p>11. Addenda: Answers to Questions/Addenda will be posted to: https://www.arlingtonma.gov/departments/purchasing by 5:00PM local time on May 16, 2018. It is the sole responsibility of all interested bidders to check this website prior to submitting their bid proposal.</p>	
D.	SELECTION
<p>1. Selection Date: It is expected that the Relocation Vendor selection will be made on or about June 5, 2018. The selected vendor will be notified on or about May 06, 2018.</p> <p>2. Bid Acceptance: The bid will be awarded on the basis of the proper completion of the Invitation for Bid, price, prior experience, and the General Provisions submissions. It is the intent of the Town of Arlington to award a contract to the qualified and responsible vendor, provided that the bid has been submitted in accordance with the requirement of the bids documents. The Town of Arlington reserves the right to add or eliminate tasks herein or as described in the mandatory walkthrough. The Town of Arlington has the right to accept the bid, which in the Town's judgment, is in the Town of Arlington's best interests. The Town of Arlington has the right to reject any and or all bids. A bid not accompanied by all required bid documents, which are in any way incomplete or irregular, is subject to rejection.</p>	
E.	INSURANCE
<p>The Contractor shall, within thirty (30) days of notification of the award of the Contract, provide the Town of Arlington with a Certificate of Insurance, with the amounts and types of coverage as specified in this section. Insurance coverage shall be maintained at all times during the term of the contract. Failure to provide or maintain such insurance</p>	

	<p>shall be grounds for termination.</p> <ol style="list-style-type: none"> 1. Shall provide Public Commercial General Liability coverage for bodily injury and property damage, for each building covered by the contract, with a combined single limit of \$1,000,000 per occurrence and \$1,000,000 aggregate, or separate bodily injury and property damage coverage each with the limits specified above. The arrangement of coverage shall specify each of the following: Premises/Operations; Contractual; and Products/ Completed Operations. The Certificate shall state the location of the Arlington Public School District and the two schools involved and shall name the Town of Arlington as additional insured parties. 2. Contractual and Products/ Completed Operations. The Certificate shall state the location of the Arlington Public School District and the two schools involved and shall name the Town of Arlington as additional insured parties. 3. The Certificate of Insurance shall provide Automobile Liability Insurance with bodily injury coverage in the amount of \$500,000 per person, \$1,000,000 per occurrence; and property damage coverage in the amount of \$250,000 per occurrence. The arrangement of coverage shall specify all owned, leased or hired vehicles of the Contractor. 4. The Certificate of Insurance shall provide Worker's Compensation coverage in the amounts required by Massachusetts' Law, and Coverage B in the amount of at least \$1,000,000.
<p>F.</p>	<p>BID PRICING SHEET</p>
	<p>Bidders must complete all forms associated with Attachment A, Relocation Vendor's Unit Costs. A separate cost sheet shall be submitted for the relocation of the move for each of the scope items listed below, which will be bid as part of the total scope.</p> <p>Note: The award will be based on the total of all the line items.</p> <ol style="list-style-type: none"> 1. Move Items Listed (see Exhibits A) from existing OMS to on site storage containers. 2. Move 150 Crates from Ottoson to new Gibbs School and Collect Crates after Move.

ATTACHMENTS	
Attachment A	Mover's Unit Costs (Provide Unit Cost Sheets for each relocation services listed below if unit costs differ) Packing and Moving Materials/Supplies/Crates Move Crates from Current Gibbs School to New Gibbs School Move Pre-Packed Existing Boxes
Attachment B	Bid Summary
Attachment C	Company Information
Attachment D	Clerk's Certificate
Attachment E	Certificate of Non-Collusion
Attachment F	Attestation Statement - Payment of State Taxes
Attachment G	Public Contracts - Debarment
Attachment H	Conflict of Interest Certification
Attachment I	W-9
Attachment J	CORI Form
Attachment K	References
Attachment L	Acknowledgement of Addenda Form

ATTACHMENT A	MOVER’S UNIT PRICE
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ATTACHMENT B	BID SUMMARY
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NON-PRICE PROPOSAL INFORMATION

ATTACHMENT C

COMPANY INFORMATION

BIDDER NAME (please state on line above)

ADDRESS

CITY/TOWN

STATE

ZIP CODE

TELEPHONE

WORK #

ALTERNATE #

AUTHORIZED SIGNATURE

TITLE

DATE

Bidders must submit a company resume including history, organization, headquarters, field offices, size, work force, management structure, employee system, benefits, training programs and union information.

The Bidder must list the names, addresses, telephone numbers and contact names of at least three (3) clients on the attached form.

ATTACHMENT D

CLERK'S CERTIFICATE

At a duly authorized meeting of the Board of Directors of the _____
(Name of Corporation)

_____ held on _____
(Date)

At which ALL VOTED that:

(Name) _____ (Title) _____
of this company, be and he/she hereby is authorized to execute contracts and bonds in the name
and on behalf of said company, and affix its corporate seal hereto; and such execution of any
contract or obligation in this company's name on its behalf by such

_____ under seal of the company, shall
(Officer)

be valid and binding upon this company.

A True Copy,

ATTEST: _____
(Clerk's Signature)

PLACE OF BUSINESS: _____

BUSINESS TELEPHONE: _____ BUSINESS FAX: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the clerk of _____
and that _____ is the duly elected
_____ of said Company, and that the above vote has not
been amended or rescinded and remains in full force and effect as of the date of this contract.

(Clerk)

ATTACHMENT E	CERTIFICATE OF NON-COLLUSION
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M.G.L. Chapter 40, Section 4B1/2, or Chapter 30, as applicable

Any person submitting a proposal for the sale, lease, or provision of equipment, supplies, or material or services to any government unit as defined in Section 4a shall on such proposal certifies as follows:

The undersigned certifies, under the penalties of perjury, that this bid or proposal is in all respects bona fide, fair, and made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, joint venture, union, committee, club, or other organization, legal entity, or group of individuals.

Date

Type or Printed Name of Person, Company or Corporation

Authorized Official's Signature

CORPORATE SEAL

ATTACHMENT F	ATTESTATION STATEMENT - PAYMENT OF STATE TAXES
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M.G.L. Chapter 62C, Section 49A

Pursuant to M.G.L. c.62C, §49A, I, _____, to

the best of my knowledge and belief, hereby certify under the pains and penalties of perjury

that _____ has complied with all laws
(Company)

of the Commonwealth of Massachusetts, or State of _____ relating to

the payment of taxes and has filed all State tax returns and paid all State taxes required under

law using Federal ID Number _____ or

Social Security Number _____.

Date

Typed or Printed Name of Person, Company or Corporation

Authorized Official's Signature

ATTACHMENT G	PUBLIC CONTRACTS - DEBARMENT
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M.G.L. Chapter 29, Section 29F

The undersigned certifies, under penalties of perjury, that the said undersigned is not presently debarred from participating in public contracts in the Commonwealth of Massachusetts under the provisions of Chapter 29, Section 29F of the Massachusetts General Laws, or any other applicable debarment provision of any other Chapter of the General Laws, or any Rule or Regulation promulgated thereunder.

Date

Name of Company

Address

City, State, Zip Code

Name of Bidder

Signature

ATTACHMENT H	CONFLICT OF INTEREST CERTIFICATION
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M.G.L. Chapter 268A, Section 19 or Section 20

I hereby certify, under the pains and penalties of perjury, that I am not a municipal employee of the Town of Arlington nor any members of my immediate family or partners are municipal employees of the Town of Arlington, so as to cause a violation of Massachusetts General Laws, Chapter 268A, Section 19 or Section 20.

Signed under pains and penalties of perjury,

Signature of Authorized Official

Typed or Printed Name and Title of Signatory

Date

ATTACHMENT I	W-9
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Fill out the following W-9 form and attach to bid.

ATTACHMENT J	CORI FORM
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CORI checks must be conducted. All members will need to be CORIED and copies sent prior to move dates. CORIs can be obtained in the School Facilities Department Office located at the back of the Arlington High School Library. All personnel must be present. No CORIs will be approved except in person.

ATTACHMENT K**REFERENCES**

(Please provide references for all projects completed in the past two years. If additional space is needed, please reproduce form)

NAME

NAME OF BUSINESS/DISTRICT

ADDRESS

TELEPHONE NUMBER

CONTACTS

NAME

NAME OF BUSINESS/DISTRICT

ADDRESS

TELEPHONE NUMBER

CONTACTS

NAME

NAME OF BUSINESS/DISTRICT

ADDRESS

TELEPHONE NUMBER

CONTACTS

NAME

NAME OF BUSINESS/DISTRICT

ADDRESS

TELEPHONE NUMBER

CONTACTS

NAME

NAME OF BUSINESS/DISTRICT

ADDRESS

TELEPHONE NUMBER

CONTACTS

ATTACHMENT L	ACKNOWLEDGEMENT OF ADDENDA
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I hereby acknowledge receipt of the following addenda:

ADDENDA NUMBER	DATE ISSUED

Date

Signature of Person Signing Bid or Proposal

Name of Business

EXHIBITS

EXHIBIT A	FLOOR PLANS: NEW Gibbs School
****	INDEMNITY AGREEMENT (not included, to be issued with Contract)

EXHIBIT A	FLOOR PLANS: NEW Gibbs School
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****	INDEMNITY AGREEMENT (not included, to be included with Purchase Order)
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